

Documentation for Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes
SCHOOL YEAR 2016-17

Form 5 – Food and Beverage Fundraisers

School: _____ District: _____ Town: _____
 Name of Person _____
 Completing Form: _____ Title: _____ Signature: _____ Date: _____
 Phone: () – E-mail: _____

Only complete and submit this form if your district is listed on the CSDE's handout, [Districts Required to Submit Lists of Foods and Beverages](#); **and** the board of education or school governing authority has **not** exempted food and beverage fundraisers. Do **not** complete this form if food and beverage fundraisers are only sold at exempted events occurring after the school day or on weekends; food fundraisers are sold during the school day but comply with the CNS, the [state competitive foods regulations](#), and C.G.S. [Section 10-221p](#); and beverage fundraisers are sold during the school day but comply with the state beverage statute (C.G.S. [Section 10-221q](#)), the [state competitive foods regulations](#), and C.G.S. [Section 10-221p](#).

- “**Fundraisers**” are any activities conducted by any school-related or outside organization or group on school premises, during which money or its equivalent (e.g., coupons, tickets, tokens, gift cards or similar items) is exchanged for the purchase of a product in support of the school or school-related activities. This includes activities that suggest a student donation in exchange for foods and beverages.
- An “**event**” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. For example, soccer games, school plays and interscholastic debates are events but soccer practices, play rehearsals and debate team meetings are not. Other examples of events include school science fair, PTA bingo night, school concert and school dance.
- The “**regular school day**” is the period from midnight before to 30 minutes after the end of the official school day.

For information on allowable fundraisers, see [Questions and Answers on Connecticut Statutes for School Foods and Beverages](#) and [Food and Beverage Requirements for Fundraisers](#).

INSTRUCTIONS:

1. List all food and beverage fundraisers that do not comply with the [Connecticut Nutrition Standards](#) or [state beverage requirements](#) and that are not sold at exempted events occurring after the school day or on weekends. Do not include any sales in the school cafeteria, culinary arts programs, vending machines, or school stores, kiosks or other school-based enterprises. These sales are addressed in forms 1-4 and 6-7. Copy additional pages of this form as needed.
2. Scan this form.
3. Name the file in this format: “<insert name of district> HFC FB List Fundraiser.” For example, “ABC District FB List Fundraiser.”
4. E-mail to susan.fiore@ct.gov by **November 30, 2016**. In the e-mail subject line, indicate “<insert name of district> HFC FB Lists.” For example, “ABC District FB Lists.”

For additional information, see the CSDE's handout, [Guidance for HFC Documentation](#).

Dates of Fundraiser	Food and Beverage Sold (e.g., candy bars, cookie dough, popcorn, soda)	Manufacturer of Item	Name of Group Conducting Fundraiser	Who Sold To (e.g., parents, students, neighbors)	Describe Process for Conducting Fundraiser (location where conducted, how is money collected, how is food/beverage item distributed)	Timeframe for Sales (Check all that apply)	Is fundraiser held at the location of an event occurring after the school day or on weekends?
						<input type="checkbox"/> During school <input type="checkbox"/> After school <input type="checkbox"/> Weekends <input type="checkbox"/> Other (specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No

Form 5 – Food and Beverage Fundraisers, continued

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						<input type="checkbox"/> During school <input type="checkbox"/> After school <input type="checkbox"/> Weekends <input type="checkbox"/> Other (specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> During school <input type="checkbox"/> After school <input type="checkbox"/> Weekends <input type="checkbox"/> Other (specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> During school <input type="checkbox"/> After school <input type="checkbox"/> Weekends <input type="checkbox"/> Other (specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> During school <input type="checkbox"/> After school <input type="checkbox"/> Weekends <input type="checkbox"/> Other (specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No
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All HFC documentation forms are available on the [HFC Documentation Forms](#) Web page.